

Project Charter

LATCA PM PROGRAM (GRADES 6 - 8)



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Introduction

Overview of the Project

LATCA is planning to create a store to sell school supplies.

Purpose of the Project Charter

This Project Charter outlines the purpose, objectives, and scope of the LATCA PM Program project.

The purpose of a Project Charter is:

- to provide an understanding of the project, the reason it is being conducted and its justification
- to establish early on in the project the general scope
- To establish the project manager and his or her authority level

The Project Charter will be reviewed by the volunteer team and approved. The final approval will be the principal of LATCA.

Project Objective and Scope

Objective

The objective of this project is to implement a school store that is ready to sell supplies such as notebooks, pens, pencils, binders etc. when class starts in August 2008, with enough inventory to last through the first full week of classes.

Scope

The scope of the project includes the activities listed below.

- Determine what supplies will be sold in the store
- Establish competitive prices for the school supplies
- Source and secure supply vendors
- Establish marketing, procurement, operations and any other necessary departments/teams.

The scope of the project does *not* include:

- Development of any other school store departments
- Store design or construction

Major Milestones

All vendors selected

Contracts or orders complete with all vendors

Supplies delivered to the store

Pricing determined

Major Deliverables

Procurement of supplies

Establishment of operations, procurement, marketing and other teams

Store supplies stocked and displayed

Store staffing completed, including work schedules

Establishment of store operations policies, including hours of operation

Assumptions

Only school related supplies will be sold in the store.

Supplies customers will be the LATCA student body and faculty

LATCA students will manage the project and be responsible for ongoing operations.

Students will be allotted time to meet on a regular basis for planning.

A store sponsor from the LATCA faculty or staff will be assigned to mentor students and to provide oversight.

Store hours of operation will be approved by the LATCA staff or store sponsor.

No construction will be required for the store.

Supply deliveries will be arranged or the store sponsor will pick them up with students.

Students will be empowered to contact vendors for order placement and inquiries via telephone.

Constraints

Student availability to meet for project planning is limited to school hours.

LATCA students will be responsible for the creation and operation of the store.

Software is not available for project planning and control.

Computer and internet access will be limited.

Business Need or Opportunity

The goal of this project is to provide income for LATCA while supplying necessary items to students and faculty at competitive prices. The school store will be a convenience to students since necessary supplies will

be available on campus. This will help students to learn to manage their personal supplies and minimize class disruption for students who don't have necessary supplies with them.

Preliminary Cost for the Project

The procurement team will assemble a proposal based on expected costs for review by the school principal, Mrs. Roper.

Project Charter Acceptance

Approver for Lee A. Tolbert Academy:

Vivian Roper, Principal
Lee A. Tolbert Community Academy

Date

Project Manager Approval:

Gloria Durham
Project Manager

Date